

## **EMERGENCY MANAGEMENT OFFICER OFFICE OF THE MAYOR**

**SALARY RANGE:** \$4496 - \$6025 per month

**CLOSING DATE:** February 27, 2015

The city of Beaverton, recognized as one of the safest cities in Oregon, is seeking a dedicated emergency management professional to join its emergency management team. The Emergency Management Officer will perform a wide range of functions including project management, research, training, public education, planning and will be working with a variety of committees, task forces and volunteer groups.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Assist in planning for emergency preparedness, mitigation, response and recovery;  
Assist in overseeing the readiness of the City's emergency operations center (EOC);  
Assist in the development, coordination, and implementation of training and exercises;  
Monitor developing conditions or incidents which may impact the city;  
Develop and monitor the city's disaster interoperable communications plan;  
Maintenance and administration of the program's volunteer groups, including CERT, CERT Radio, Map, Your Neighborhood and Amateur Radio;  
Support and respect diversity in the workplace.

**TO QUALIFY:** Requires a Bachelor's degree in education, public administration, emergency management or related field and at least two years' experience in volunteer management, public education or emergency management, or an equivalent combination of education and experience. Requires a valid driver's license and the ability to meet the City's driving standards. Must have completed FEMA's Professional Development Series (PDS) and Incident Command System 100 and 700 level courses.

**HOW TO APPLY:** All interested candidates may apply by submitting a City of Beaverton application form to the Human Resources Department, The Beaverton Building, 12725 SW Millikan Way, Beaverton, OR 97005. Applications may be completed on our website at [www.BeavertonOregon.gov](http://www.BeavertonOregon.gov).

**VETERANS PREFERENCE:** If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the work experience portion of your resume and explain how those skills and/or qualifications apply to this position. Provide copy of DD214 and award letters from the Department of VA for service-connected disabilities.

**Supplemental Questions**

1. The City of Beaverton has a large active CERT program. Should involvement in a specific number of training and events be a mandatory requirement in Beaverton CERT members to continue their participation in the program?
2. In your opinion, what is the best way to recognize program volunteers, including CERT and ARES volunteers, and the work they do?
3. Do you feel WebEOC is an effective tool for managing information and incidents in the EOC?
4. What do you see as the greatest challenge for local emergency management programs like Beaverton's and how would you overcome it?
5. What key considerations would you include in a plan for the evacuation of a neighborhood due to a natural gas leak?